



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Garthwaite Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

November 6, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

FEDERAL FISCAL YEAR 2003-04 CALIFORNIA DEPARTMENT OF HEALTH SERVICES, CALIFORNIA NUTRITION NETWORK FOR HEALTHY ACTIVE FAMILIES NETWORK GRANT (All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept a Notice of Award (NOA), Exhibit I, from the California Department of Health Services (CDHS), Cancer Prevention and Nutrition Section, California Nutrition for Healthy Active Families in the amount of \$1,181,360, consisting of: 1) \$1,034,160 for a Local Share budget, and 2) \$147,200 for a Regional Infrastructure Award, with a net County in-kind cost of \$2,068,320, effective Federal Fiscal Year (FFY) October 1, 2003 through September 30, 2004, contingent upon final approval by the United States Department of Agriculture (USDA).
2. Delegate authority to the Director of Health Services, or his designee, to sign a forthcoming Standard Agreement from the CDHS in the amount of \$1,181,360 effective FFY 2003-04 for the CDHS, Cancer Prevention and Nutrition Section, California Nutrition for Healthy Active Families, following review and approval by County Counsel and notification of the Board offices.

3. Delegate authority to the Director of Health Services, or his designee, to accept Standard Agreements for FFY 2004-05 and FFY 2005-06, substantially similar to the Standard Agreement for FFY 2003-04, and up to 25 % over the base award for each FFY, subject to review and approval by County Counsel and notification of the Board offices.
4. Delegate authority to the Director of Health Services, or his designee, to accept amendments substantially similar to the Standard Agreements from the CDHS, for FFY 2003-04, FFY 2004-05 and FFY 2005-06, which do not exceed 25 % of the base award for each FFY, subject to review and approval by County Counsel and notification of the Board offices.
5. Authorize the Department of Health Services (DHS or Department) to fill five (5) Full Time Equivalent positions (FTEs) [one (1) Health Educator, one (1) Health Education Assistant, two (2) Nutritionist II, one (1) Senior Typist Clerk and two (2) Part-Time (PT) positions, one (1) Administrative Aide and one (1) Nutritionist II], as detailed in Attachment B, in excess of what is provided for in the Department's staffing ordinance, pursuant to Section 6.06.020 of the County Code, and subject to position allocation by the Department of Human Resources. The positions are 100 % offset by CDHS funds.

PURPOSE OF RECOMMENDED ACTIONS/JUSTIFICATION:

Board approval of the Nutrition Network Healthy Active Families Grant will support multiple nutrition education/promotion and physical activities interventions, targeting low income families. The intervention activities will expand services to all eight (8) Service Planning Areas (SPA), capturing existing in-kind nutrition and physical activity promotion education and services for the County matching funds. The County's goal is to implement best practice intervention strategies that promote healthy eating habits and physical activity, to reduce diet-related chronic diseases, especially obesity and diabetes in Latino and African-American families in Los Angeles County, by employing outreach strategies targeting low income at-risk populations. The approval of the new and part-time personnel positions is needed to support nutrition program activities.

Current County policy and guidelines requires the timely submission of Board actions. However, it was not possible to schedule this revenue agreement for placement on the Board's agenda three weeks prior to its effective date as required because the Department did not complete negotiations with the State until mid-September 2003.

FISCAL IMPACT/FINANCING:

Total program cost for the project is \$3,249,680, which includes \$2,068,320 of County in-kind cost and \$1,181,360, of CDHS funds, which is comprised of \$1,034,160 for a Local

Share Budget and \$147,200 for a Regional Infrastructure Award effective October 1, 2003 through September 30, 2004.

Funding, for the period October 1, 2003 through June 30, 2004 is included in the Fiscal Year 2003-04 Adopted Budget, and will be included as a continuing appropriation in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Since January 12, 1999, the Board has approved Standard Agreements with CDHS for the continuation of Nutrition Program activities.

On November 6, 2001, the Board approved and accepted a Letter of Intent (LOI) from CDHS for the yearly amount of \$754,220, for a two year period, commencing on October 1, 2001 through September 30, 2003, which included a County in-kind contribution of \$1,508,439 each year pending approval by the USDA. The Department also received delegated authority to sign Standard Agreement No. 01-15697 from the CDHS for FFY 2001 through 2003 upon receipt.

On August 20, 2003, the Department received a NOA in the amount of \$1,181,630, for the continuation of Nutrition Program activities which includes an allocation of \$147,200, for a new Regional Infrastructure Award. The County in-kind increased from \$1,508,439 to \$2,068,320 due to the expansion of the Nutrition Program to include all eight (8) SPAs and in-kind services from a broader range of public health nurses.

County Counsel has reviewed the attached NOA (Exhibit I) as to form.

Attachments A and B provide additional information. Attachments C and D are copies of the Grant Management Statements which the Board requires all County departments to file for grants exceeding \$100,000.

CONTRACTING PROCESS:

Not applicable.

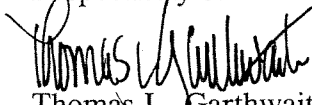
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the NOA will ensure funding to support activities of the Nutrition Network for Healthy Active Families Grant throughout Los Angeles County for the period of October 1, 2003 through September 30, 2004.

The Honorable Board of Supervisors
November 6, 2003
Page 4

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas L. Garthwaite", written over a horizontal line.

Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:rdt

Attachments (5)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

BLETRCD3052.RT

SUMMARY OF STANDARD AGREEMENT

1. TYPE OF SERVICE:

The Nutrition Program's Network Project includes multiple nutrition education/promotion and physical activity interventions primarily targeting low income families. The intervention activities expand services to all eight (8) Service Planning Areas (SPAs), capturing existing in-kind nutrition and physical activity promotion education and services for matching funds. The County's goal is to implement the best practice intervention strategies that promote healthy eating habits and physical activity, to reduce diet-related chronic diseases, especially obesity and diabetes in Latino and African-American families in Los Angeles County, by employing outreach strategies targeting low income at-risk populations.

2. AGENCY ADDRESS AND CONTACT PERSON:

California Department of Health Services
Cancer Prevention and Nutrition Section
1616 Capitol Avenue, Suite 74.516
P.O. Box 942732, MS 7204
Sacramento, California 94324-7320
Attention: Susan B. Forester, M.P.H., R.D., Chief
Telephone: (916) 327-0762
emailaddress: www.dhs.ca.gov

3. TERM:

The term of the Notice of Award (NOA) is October 1, 2003 through September 30, 2004.

4. FINANCIAL INFORMATION:

The total program cost for the project is \$3,249,680, which includes \$2,068,320 of County in-kind cost and \$1,181,360 of CDHS funds, which is comprised of \$1,034,160, for a Local Share Budget and \$147,200 for a Regional Infrastructure Award effective October 1, 2003 through September 30, 2004.

Funding, including County in-kind cost, is included in the Fiscal Year 2003-04 Final Budget, and will be included as a continuing appropriation in future fiscal years.

5. GEOGRAPHICAL AREA TO BE SERVED:

Countywide

6. ACCOUNTABLE FOR PROGRAM EVALUATION:

Johanna Asarian-Anderson, M.P.H., Public Health

7. APPROVALS:

Public Health: Jonathan E. Fielding, M.D., M.P.H., Director of
Public Health and Health Officer

Contracts and Grants Division: Riley J. Austin, Acting Chief

County Counsel (approval as to form): Kelly M. Auerbach-Hassel, Deputy County Counsel

**NUTRITION NETWORK HEALTHY FAMILIES
POSITION ALLOCATION REQUEST**

Personnel Detail

FULL-TIME EQUIVALENT (FTE)

<u>Position Requested:</u>	<u>Number of Position(s):</u>	<u>Percent of Time:</u>
Health Educator	1	100 %
Health Education Assistant	1	100 %
Nutritionist II	2	100 %
Senior Typist Clerk	1	100 %

PART-TIME POSITIONS

Administrative Aide	1	1000 hrs.
Nutritionist II	1	500 hrs.

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services

Grant Project Title and Description -CDHS - California Nutrition Network for Healthy Active Families

The network program will continue to support multiple nutrition education/promotion and physical activity interventions, targeting low income families. The intervention activities will expand services to all eight Service Planning Areas.

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
CDC	Standard Agreement # To Be Determined	ASAP

Total Amount of Grant	\$147,200	County Match Requirements	N/A
Grant Period: FY 03-04	Begin October 1, 2003	End Date:	September 30 2004
Number of Personnel Hired -Grant	3	Full 1	Part Time 2

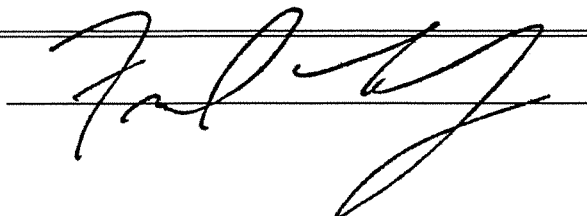
Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program?	Yes	X	No	_____
Will all personnel hired for this program be placed on temporary ("N") items?		X	No	_____
Is the County obligated to continue this program after the grant expires	Yes	_____	No	X
If the County is not obligated to continue this program after the grant expires, the Department will:				
a). Absorb the program cost without reducing other services	Yes	_____	No	X
b). Identify other revenue sources	Yes	X	No	_____
Describe				
c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant.	Yes	X	No	_____

Impact of additional personnel on existing space: None

Other requirements not mentioned above: None

Department Head



Date 11/5/03

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services -

Grant Project Title and Description - CDHS - California Nutrition Network for Healthy Active Families

The network program will continue to support multiple nutrition education/promotion and physical activity interventions, targeting low income families. The intervention activities will expand services to all eight Service Planning Areas.

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
CDHS	Standard Agreement # To Be Determined	ASAP

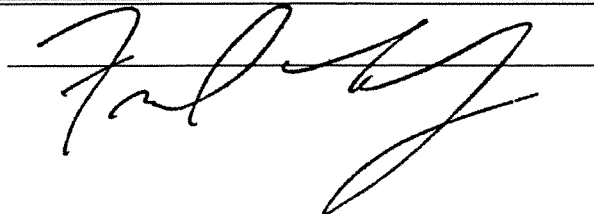
Total Amount of Grant	\$1,034,160	County Match Requirements	N/A
Grant Period: FY 2003-04	Begin 10/01/2003	End Date:	09/30/2004
Number of Personnel Hired -Grant	12	Full 12	Part Time 0

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program?	Yes	X	No
Will all personnel hired for this program be placed on temporary ("N") items?		X	No
Is the County obligated to continue this program after the grant expires	Yes		No X
If the County is not obligated to continue this program after the grant expires, the Department will:			
a). Absorb the program cost without reducing other services	Yes		No X
b). Identify other revenue sources	Yes		No X
Describe			
c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant.	Yes	X	No

Other requirements not mentioned above: None

Department Head



Date 11/5/03

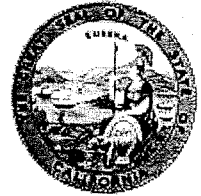
State of California—Health and Human Services Agency
Department of Health Services

EXHIBIT I



California
Department of
Health Services

DIANA M. BONTÁ, R.N., Dr. P.H.
Director



GRAY DAVIS
Governor

October 16, 2003

Ms. Johanna Asarian-Anderson, MPH, RD
Director, Nutrition Program
County of Los Angeles Department of Health Services
3530 Wilshire Blvd., Suite 800
Los Angeles, CA. 90010

Dear Ms. Asarian-Anderson:

RE: Notice of Award to County of Los Angeles Department of Health Services

Thank you for your Local Share contribution to the *California Nutrition Network for Healthy, Active Families (Network)*. As you are aware, your Local Share contribution provides us with the opportunity to receive matching United States Department of Agriculture (USDA) funds so we may continue to develop and expand much needed interventions that actively promote healthy eating and physical activity among California's under-served population. It is very exciting and heartening to know that we can count on your organization's commitment to the same goals that guide the *Network's* activities. The sustained funding that your organization's Local Share contribution makes possible enables the *Network* and its many partners to significantly increase in each succeeding year the number of California's low-income population reached through tested social marketing techniques and community development initiatives.

As the California Nutrition Network's Food Stamp Nutrition Education Plan for Federal Fiscal Year 2003-2004 remains under review by USDA, we are approving your Local Share contribution of \$2,068,320 and matching funds of \$1,034,160. In addition, your organization will be given a Regional Infrastructure Award in the amount of \$147,200. However, this funding is contingent upon final approval of the Network's plan and budget by USDA. Consequently, any adjustments made by USDA to your organization's Local Share amount will require a corresponding adjustment to the State Share amount.

We look forward to working with you in the coming year. As always, the *Network* staff is available to provide technical assistance. If questions are programmatic in nature contact your assigned Program Manager, Sincerely, Carma Okerberg at (916) 449-5425, email address COKERBER@dhs.ca.gov. For administrative questions contact your assigned Contract Manager, Angela Parker, at (916) 449-5402, e-mail address Aparker@dhs.ca.gov.

Susan B. Foerster, M.P.H., R.D., Chief
Cancer Prevention and Nutrition Section and

Page 2 of 2



Do your part to help California save energy. To learn more about saving energy, visit the following web site:
www.consumerenergycenter.org/flex/index.html

1616 Capitol Avenue, Suite 74.516, P.O. Box 942732, MS 7204, Sacramento, CA 94234-7320

Phone: (916) 449-5400

www.dhs.ca.gov